



FROM THE DIRECTOR
U.S. CENSUS BUREAU

The Census Bureau is conducting the 2000 Boundary and Annexation Survey (BAS) to update information about the legal boundaries, names of counties, governmental status, and types of municipalities within each county in the United States. This voluntary survey is your opportunity to ensure that we have the correct boundary and name for your government and the townships within your county.

It is important that you report only changes that take effect on or before January 1, 2000. Census 2000 will use the boundaries that are legally in effect on January 1, 2000.

To ensure that the Census Bureau has processed your response(s) correctly, we will send a new map to you after we process your response. We will mail this map to the highest elected official of your government as part of our Boundary Validation Program. This will give your government a final opportunity to review the BAS information before we tabulate data from Census 2000.

We have enclosed a map(s) for your review. Please make any boundary changes on the map(s) using the red pencil provided; use the purple pencil provided to make all other types of map changes, such as new roads, revised address information, and so forth. We need to have your response within 15 days after you receive these materials.

We know that the boundaries of minor civil divisions (MCDs) in certain states rarely change, that disorganization of MCDs occurs infrequently, and that some MCDs are unable to change their boundaries. Your area has a record of few or no changes. We have found that contacting the county, instead of each of the individual local governments involved, to review the MCD boundaries is both more efficient and cost-effective for the Census Bureau and less burdensome for local officials. Therefore, we have provided the maps to you.

We have notified the MCD BAS contacts in your county that we have asked you to review the MCD boundaries and related information, and we have given them your address. We also have instructed them that if they wish to participate in the BAS, they can contact the Census Bureau to obtain a separate set of maps and forms for their use. It is possible you may be contacted by MCD officials about your BAS response.

A very important part of this survey is to obtain accurate information about the addresses located near the legal boundary of your government. Incorrect address information can affect the Census 2000 data tabulations for your government. We request that you provide new address information with every boundary change you show on the maps and that you include this information in your initial response to the boundary portion of the survey. If your jurisdiction does not have any house-number/street-name addresses used for mail delivery, or if none of these addresses exist in the vicinity of any boundary, we may ignore this part of the request.

Additional information describing how to update the maps and fill out the BAS forms is shown in the "2000 BAS-Guide" insert. Please return at least one signed map and all completed form(s). We are enclosing a return envelope and label for your convenience.

We estimate that most respondents will take from 1 to 4 hours to complete the survey with an average time being about 3 hours. This includes the time you will need to read the instructions, assemble materials, organize and review the information, update the map(s) and report the information on the BAS forms. We base our estimate on 80 percent of all areas having no changes. We also know that it is not uncommon for areas with many changes to take 20 hours or longer to complete the survey. If you have comments regarding these estimates or any other aspect of the survey, send them to: Associate Director for Finance and Administration, Paperwork Reduction Project 0607-0151, Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233-1500. This voluntary survey is authorized by Title 13, United States Code.

The BAS is very important to our preparatory work for Census 2000. If you need any help with this request, please write or telephone our staff at the address or telephone number shown below. The Census Bureau is grateful to you for your help.

Sincerely,



Kenneth Prewitt

Enclosures

For further information,
please write or telephone



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